



Susan Bass Levin
Chairman

Marge Della Vecchia
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

ISSUE DATE: 7/12/06

JOB TITLE: Credit Officer I

SALARY: (R9) (\$ 36,382) - (\$ 51,199)

DIVISION: Multifamily Programs and Credit

FL STATUS: Exempt ☒ Non-Exempt ☐

EMPLOYMENT STATUS: Full Time ☒ Part Time ☐ Temporary ☐

JOB DESCRIPTION:

Market, evaluate and process multifamily rental housing loans; assist the applicant in applying for additional funds from other potential sources, i.e. LIHTC (Low Income Housing Tax Credits), Balanced Housing, Home Funds, etc. Initiate contact with developers, municipal housing officials and lenders to determine their needs as it relates to multifamily rental housing loans. Perform financial analyses of mortgage applications and develop financial feasibility strategies through the creation and use of financial analysis tools which maximize the number of alternative solutions available for project financing. Plan, direct and work with the applicant to evaluate the design of the project, the development cost and the risk factors; seek cooperation and coordination of federal, state and municipal agencies, as well as private enterprise; correlate population, housing, market and economic data; ensure all financial feasibility analysis documents are current and accurate; review appraisals and market studies; assist and guide prospective investors-developers and their teams; manage assigned projects, including Special Needs projects, and make recommendations. Prepare and review evaluative reports and feasibility analyses, recommending construction and/or permanent mortgage loans for consideration and adoption by the HMFA Board.

MINIMUM REQUIREMENTS

1) EDUCATION:

Two (2) year college degree; or an equivalent combination of education and experience that meets the required knowledge, skills and abilities.

2) EXPERIENCE / SKILLS:

Five (5) years of relevant experience in real estate development, banking and/or economics; knowledge of federal and state laws affecting multifamily construction; ability to interpret information and make appropriate recommendations; ability to perform financial calculations related to real estate transactions, must be proficient in Microsoft Office programs; and have the ability to establish effective working relationships with HMFA employees and the general public.

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858.

THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.